

## Hopkins County School Board's Truancy Guidelines

### Steps to ensure compliance with KRS 159.140(1) paragraph 1

1. A child with two (2) unexcused events is to receive counseling by the school principal or his/her designee, and a letter shall be sent to the parent/guardian notifying them of the child's attendance record and the truancy law. This is to be recorded on the Hopkins County School Truancy Report.
2. A child with three (3 ) unexcused events is to receive counseling by the school principal or his/her designee, and the school's Family Resource Coordinator or school administrator will make a home visit to assess the causes of truancy and offer assistance toward a solution.
3. After 5 unexcused absences/tardies the Director for Pupil Personnel shall give final notice of the children truant.
4. After 6 unexcused absences, proceedings shall be initiated with the Hopkins County Court system. Initially the Director for Pupil Personnel shall make a home visit and shall be accompanied by one other employee of the Hopkins County School System. In the event the parents can not be located after an attempted home visit, a "door hanger" shall be placed on the door of the home requesting the parents contact the Department of Personnel within 24 business hours.
5. If the parents do not call the Department of Pupil Personnel within the 24 hour period, the school system may serve notice at the last known address of the need for a home visit and requesting the parent to contact the Department of Pupil Personnel within 48 hours to establish a time for a home visit. If no contact is made from the parent, it will be deemed to have been an effort to make a home visit and the matter shall be referred to the Hopkins County Court System.

## **James L. Stevens**

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